



My Swim Results

Updating Club contacts

Club contacts are used by both My Swim Results and state association in order to help communication with the club.

Updating the club contacts can be done using a registrar's login or a state associations login.

Once logged into the website, the first step is to find the "clubs profile" on the website. Can be done a variety of ways, the most common would be via the "Find a Club" mechanism at the top of the page.

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My Swim Results Calendar Results Rankings Records **Find a Club** 1.

My Swim Results

Location **Name** 2.

3. Club Name: **Victoria Park** 4. **Find Clubs**

5. • **Victoria Park (VPS)**

Searching for the club by name will produce a list of clubs which you can then click on to visit their "profile".

My Swim Results Calendar Results Rankings Records **Find a Club**

Victoria Park
VPS
<http://www.victoriapark.swimming.org.au/>
Points: 9600

Would you like to join the club as a [new member](#) or [renew](#) your membership?

Photos

Our swimmers achievements

Swimming WA Junior Short Course Championships



A pencil icon is beside the name of the club in the header. Clicking it will allow you to edit the details for the club. The higher the privileges on the login, the more fields that can be changed.

My Swim Results

Edit Club Details

General	Venues	Categories	Contacts	Statistics	Logins
Club ID	35 				
Name:	<input type="text" value="Victoria Park Swimming"/>				
Full Name:	<input type="text" value="Victoria Park"/>				
Abbrev:	<input type="text" value="VPS"/>				
Contact:	<input type="text"/>				
Address:	<input type="text" value="PO BOX 1290"/>				
Town:	<input type="text" value="East Victoria Park"/>				
State:	<input type="text" value="WA"/>				
Post Code:	<input type="text" value="6101"/>				
Country:	<input type="text" value="Australia"/>				
Phone:	<input type="text"/>				
Website:	<input type="text" value="http://www.victoriaparl"/>				
Email:	<input type="text" value="vicparkswimclub@hotmail"/>				
Head Coach:	<input type="text"/>				
	<input type="checkbox"/> Disability Support				
Affiliation Expiry:	<input type="text" value="1 Oct 2018"/>				
Expiry:	<input type="text"/>				
Membership invoice:	<input type="text" value="Total Only"/>				



Edit Club Details

General		Venues	Categories	Contacts	Statistics	Logins	Banking
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New

DELEGATE Lesley Arrowsmith (232983) 04 Mobile @bigpond.com	PRESIDENT Tina Zappacosta (776151) 04 Mobile vicparkswimclub@hotmail.com Postal PO Box 1290 East Victoria Park WA 6981	REGISTRAR Julie Jones (844235) 04 Mobile vicparkswimclub@hotmail.com Postal PO Box 1290 East Victoria Park WA 6981
SECRETARY Liz Frehner (\) 04 Mobile vpssc.secretary@gmail.com	VICEPRES Peta Cappelletti 04 Mobile	

Public Contacts

Title Email

Use the Pencil to edit a particular contact.

Press "New" to create a new contact for the club. (top left) corner

"Public Contacts" are email addresses that My Swim Results will offer on the club contact page for the club. The email address itself will remain hidden on the website however the system will use it to pass on an a message if someone is interested in contacting the club.



To enter a new “Club Contact” for a club office bearer (eg President, Secretary or Treasurer) click on the “New” link.

New UWA Uniswim Contact

Role:

- Coach
- Meet Director
- President
- Race Secretary
- Registrar
- Secretary
- SWA Delegate
- Treasurer
- Vice President

Position:

Given Name:

Surname:

email: +

Phone: +

Mobile: +

Other:

Billing Address	Home Address
Address Line: <input type="text"/>	Address Line: <input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
State: <input type="text"/>	State: <input type="text"/>
Post Code: <input type="text"/>	Post Code: <input type="text"/>

If a person has a number of roles for the club, tick all that apply.

Fill in as much information as required.

If the person has multiple email addresses or phone numbers – use the little + symbol to add a new field.

Once all the information is entered - press the Save button to be returned back to editing the club details. The Contacts tab would have updated with the new information.



Also see: Updating venues.

Venues for a club is also important as it puts a club onto the map in the “find a club” feature.

My Swim Results

Edit Club Details

General	Venues	Categories	Contacts	Statistics	Logins	Banking
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New Venue

	Name	Address 1	Address 2	Suburb	State	PC	Latitude	Longitude
<input checked="" type="checkbox"/>	Aqualife Centre	PO Box 1290		East Victoria Park	WA		-31.98803	115.9132

Save Cancel

